Accessing SkillSoft Courses Through LMS

DLA Training

LMS Team

August 2012

DLA LEARNING
MANAGEMENT
SYSTEM

Home | Catalog

⑦ Help

Robert J Collins
HR SPECIALIST (HUMAN RESOURCE DEVELOPMENT) / HUMAN...
HUMAN RESOURCE CENTER

To-Do List   Show: Everything ▾

Due later

9/30/2012 COUNTERINTELLIGENCE AWARENESS TRAINING
Must be registered

5/2/2013 DLA CONTINUITY OF OPERATIONS (COOP) EMPLOYEE AWARENESS ...
Available

DLA RECORDS MANAGEMENT TRAINING
Available

INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING
Available

5/3/2013 OPSEC ANNUAL REFRESHER
Available

PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL T...
In progress

TRAFFICKING IN PERSONS
Available

7/2/2013 ANNUAL CLASSIFIED SECURITY AWARENESS BRIEFING
Available

ANTITERRORISM (AT) LEVEL I
Available

5/8/2014 NoFEAR Act Training
Available

No due date

Advanced Importing and Exporting with Access 2010
Available

Creating Basic Tables in Access 2010
Requires Approval

Easy Links

Approvals | Reports
Completed Work | Tuition Assistance/Unique Training Request
News | System Settings
Plans

Curricula »
Overdue (0)
Due in 30 days (0)
Due Later (8)

Competencies »
You have no assigned competencies

Goals »
Create a Plan and establish Goals

Communities »
See what's happening in the forums

Log into LMS and place your cursor over the Catalog tab
Select Advanced Catalog Search when the option appears

Under the Search Options section located in the lower half of the screen, uncheck the "Instructor-Led", "Blended", and "Other" boxes

This will leave "Online" as the box checked

In the Source field, type in "SkillSoft"
Click the Search button located on the bottom right side of the screen

Search Results   ? Help

Select an Action from the Action buttons or click the Expand icon to view the Scheduled Offerings available for a Learning Item. You can refine your Search by clicking the **Refine Search** link at the top of the page.

← Refine Search

Catalog Search Results

Title ▲	Type	Price	Status	Action
.NET Overview: Windows, Web, and the Cloud	🖥			Add to To-Do List
		0.00 (USD)	--	
.NET Remoting in C#	🖥			Add to To-Do List
		0.00 (USD)	--	
.NET Solution Vision and Requirements	🖥			Add to To-Do List
		0.00 (USD)	--	
1G and 2G Communication Systems	🖥			Add to To-Do List
2.5G Communication Systems	🖥			
360-Degree Performance Appraisal Simulation	🖥			
3G Communication Systems	🖥			

A list of courses having SkillSoft as the source will appear
You may navigate through the choices by scrolling down and clicking the various page numbers or on the Next link located on the bottom of the screen
You may click on the course

Item Details   ? Help

← Back

360-Degree Performance Appraisal Simulation

▼ Item Summary

COURSE LDR-MGMT0150   Add to To-Do List

Revision: 3/10/2009 04:00 PM America/New York

Description: In this simulation, you will assume the role of Northeast Regional Director of Sales for IpSwitch Components, a seller and service provider of computer networking hardware. Recently, the company decided to experiment with a 360-degree performance feedback system, hoping to replace the traditional manager-level review process.

This simulation is based on the SkillSoft series 360-Degree Performance Appraisal and provides links to the following courses: MGMT0151, MGMT0152, and MGMT0153.

Duration=0.5

Length:	Source: SKILLSOFT	Contact:
CPEs:	Credit Hours:	Contact Hours: 0.50
Goals:		Delivery Method: URLs, Webinars, Web Browser, Intranet
		Audience:

Needs Approval

▶ Subject Areas (1 Found)

▶ Prerequisites (0 Found)

▶ Substitutes (0 Found)

▶ Competencies (0 Found)

▶ Related Documents (0 Found)

If you are interested in taking a course, select the "Add to To-Do List" button in the Action column. You may also add the course to your learning plan from the course description screen by selecting the Add to

When you click the "Add to To-Do List" button from the step above, your LMS Homepage appears with the item added to your To-Do list

Click on the course title to request approval for the course
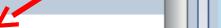
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MANAGEMENT
SYSTEM

Home   Catalog

Item Details

🔵 Help

← Back

360-Degree Performance Appraisal Simulation

▼ **Item Summary**

COURSE LDR-MGMT0150

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CPEs: Credit Hours: Contact Hours: 0.50
Goals: Delivery Method: URLs, Webinars, Web Browser,
                                                                        Intranet
                                                                        Audience:

Needs Approval

▼ **Assignment Information**

Required Date: Assignment Type:
Completion Details: Assignment Date: 7/2/2012
Days Remaining: Assigned By: User (Robert J Collins)
Origin: Self-Assigned

[Request Approval]
[Remove from To-Do List]

▶ Subject Areas (1 Found)

▶ Prerequisites (0 Found)

▶ Substitutes (0 Found)

▶ Competencies (0 Found)

▶ Related Documents (0 Found)

Select the Request Approval button
Note: Before you submit your request, ensure your supervisor selection is correct

DLA LEARNING
MANAGEMENT
SYSTEM

| Home | Catalog |

Approval Submission   ❓ Help

Submit for Approval

← Back

You have requested approval for an item, request or document. The designated approval process for this requires approval in the steps listed below.

Any step that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
First Level Supervisor	Supervisor Level 1 (Show All)

Comments

Comments: [   ]

Submit

Enter any comments you may have for your Supervisor and select "Submit"

Administrator Role >   Welcome Robert Collins | Search Catalog [_____] 🔍 | 🌐 Check System | Sign Out

Home   Catalog

? Help

Robert J Collins
HR SPECIALIST (HUMAN RESOURCE DEVELOPMENT) / HUMAN...
HUMAN RESOURCE CENTER

To-Do List
Show: [Everything ▾]

Due later

8/1/2012	📋 ANNUAL CLASSIFIED SECURITY AWARENESS BRIEFING	
	Available	
	🖥 ANTITERRORISM (AT) LEVEL I	
	Available	
	🖥 NoFEAR Act Training	
	Available	
8/13/2012	📋 PERSONALLY IDENTIFIABLE INFORMATION AWARENESS ANNUAL T...	
	In progress	
5/3/2013	🖥 DLA CONTINUITY OF OPERATIONS (COOP) EMPLOYEE AWARENESS ...	
	Available	
	🖥 DLA RECORDS MANAGEMENT TRAINING	
	Available	
7/2/2013	🖥 INFORMATION ASSURANCE AWARENESS ANNUAL TRAINING	
	Available	
	🖥 TRAFFICKING IN PERSONS	
	Available	

No due date

🖥 360-Degree Performance Appraisal Simulation ⬅
Available

Easy Links

Approvals	Reports
Completed Work	Tuition Assistance/Unique Training Request
News	System Settings
Plans	

Curricula »
- 🔴 Overdue (0)
- 🟡 Due in 30 days (3)
- 🟢 Due Later (4)

Competencies »
You have no assigned competencies

Goals »
Create a Plan and establish Goals

Communities »
See what's happening in the forums

Once the course has been approved by your Supervisor, it will appear as "Available" on your To-Do List
You may click on the course title to launch the content

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MANAGEMENT
QA SYSTEM

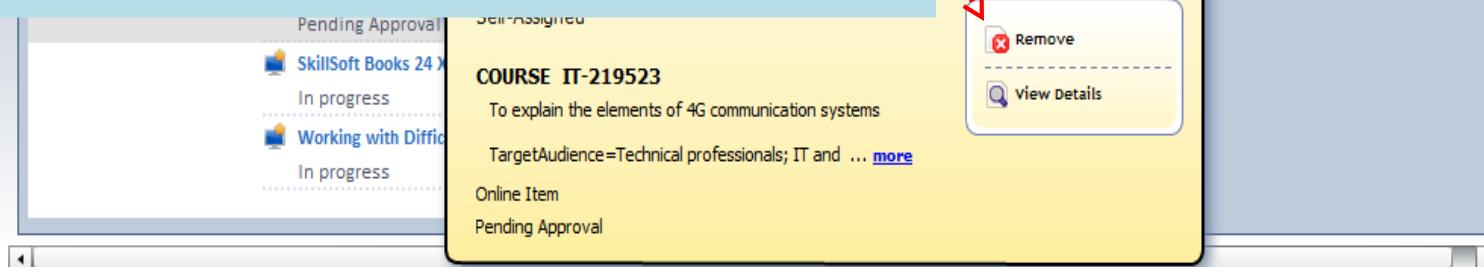| Home | Catalog |

🛈 Help

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After you have requested approval, but before your supervisor has taken action to approve/disapprove, you may determine the course is no longer required.
If this is the case, please DO NOT use the Remove button on your To Do List. This will create an error in your Supervisor's account. Instead, ask your Supervisor to deny the request.
If the request has already been approved, then you may use the Remove button on the To Do List.
If your Supervisor departs before your request has been approved or denied, please contact the LMS Help Desk for assistance

...y Links

...als   Reports
...ted Work   Tuition Assistance/Unique Training Request
                                   System Settings

...icula »
🔴 Overdue (4)
🟡 Due in 30 days (1)
🟢 Due Later (3)

Competencies »
You have no assigned competencies

...s »
You have no active Plan.

Communities »
See what's happening in the forums

Pending Approval
SkillSoft Books 24 X
In progress

🖥 Self-Assigned

COURSE IT-219523
To explain the elements of 4G communication systems
TargetAudience=Technical professionals; IT and ... **more**
Online Item
Pending Approval

X

❌ Remove
- - - - - - - - - -
📄 View Details

Working with Diffic
In progress